DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

Lesson 9: Employee Grievances

Duration: 30 minutes

Lesson 9 Topics

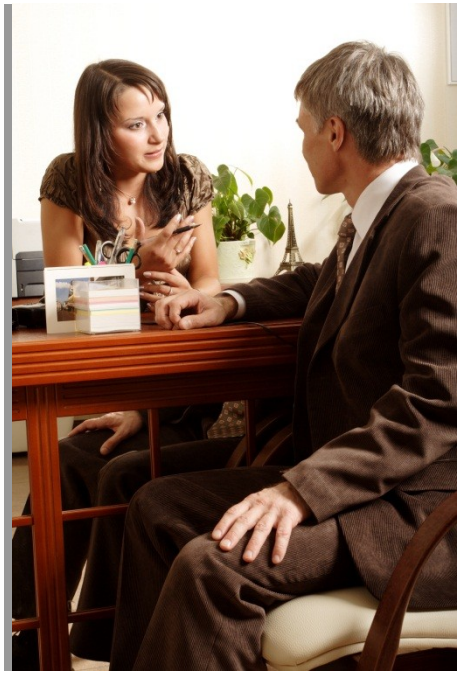
- Topic 1 – Employee Grievance Policies
- Topic 2 –Employee Grievance Procedures
- Topic 3 – Informal Dispute Resolution
- Topic 4 – Formal Grievances

Employee Grievance Policies

- Matters and disputes presented by employees will be equitably and impartially resolved in a timely manner
- Alternative Dispute Resolution (ADR) processes will be fully supported and shall be free from restraint, interference, coercion, discrimination or reprisal
- "Employee," for purposes of the Employee Grievances policy, includes any employee covered by DCIPS, except for DISES employees

Employee Grievance Procedures

- Component-specific grievance procedures:
  - Conform to Volume 2014
  - Identify list of subjects that cannot be grieved
  - Provide an Alternative Dispute Resolution (ADR) program
  - Entitle employees to present grievances and represent themselves, or be represented by someone of their choice, with Component approval
  - Provide for informal dispute resolution and formal grievance procedures
- What subjects cannot be grieved?



Informal Dispute Resolution

Component-specific procedures must include:

- Steps an employee must follow to informally present a work-related matter
- Established timelines
- Use of a neutral party
- Documentation requirements

Formal Grievances

- What is the maximum number of days after the conclusion of the informal grievance procedure - or, if no informal grievance procedure was used, the act or event in question - by which the employee must file a formal grievance?
- May the remedy sought by the grievant in a formal grievance include a request for disciplinary or other action affecting another employee?
- The file maintained for each written formal grievance should be retained for how long?

Lesson 9 Review

- Topic 1 – Employee Grievance Policies
- Topic 2 –Employee Grievance Procedures
- Topic 3 – Informal Dispute Resolution
- Topic 4 – Formal Grievances